



CONTRACT ADMINISTRATOR

Purpose:

To actively support and uphold the City's stated mission and values. Perform a variety of administrative duties related to the monitoring of non-procurement driven contracts; evaluate and monitor contract performance, compliance, and contractual obligations. Assist in proposal fact-finding and act as liaison between city personnel, departments, or businesses as required. Confer with various city personnel to detect contract ambiguities, conflicts, inaccurate statements, or omissions of essential terms and conditions. Respond to inquiries regarding contract obligations, renewals or revisions. Analyze data and prepare reports as required. Set up, maintain, and manage files and contracts database.

Supervision Received and Exercised:

Receives direction from the Assistant Financial Services Director or other Senior Management Staff.

May exercise direct supervision over clerical staff, depending on assignment.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. For a listing of a specific position's essential job functions, see the recruitment bulletin at time of job opening.

Duties may include, but are not limited to, the following:

- Participate in the planning and implementation of a contract administration program for the City of Tempe.
- Work with Department Heads, Mayor and Council, and other city personnel to review non-procurement contract and lease components and/or CIP contract components; establish procedures for the monitoring of contract compliance issues.
- Develop, implement and maintain a system to regularly monitor city contracts, agreements, and leases as directed by management.
- Assist in the development of contracts and/or leases by proposing terms, conditions and specifications; create initial draft documents related to contracts.

CITY OF TEMPE

Contract Administrator (continued)

- Review and investigate non-compliance issues and write situation summaries proposing solutions.
- Work directly with vendors on bonding and insurance issues.
- Research and aid in the resolution of contract issues.
- Analyze data and prepare reports as required for Department Directors, Mayor and Council, other city personnel, and the general public.
- Prepare staff summary reports or related information for Department Directors, Mayor and Council as needed.
- Maintain files and contracts database.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in contract administration, procurement or business administration.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, procurement, public administration or related field.

Licenses/Certifications:

May require the possession of, or the ability to obtain, an appropriate, valid Arizona Driver's License.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 2080

Salary Range: 31

FLSA: Exempt

Effective May 2000

Revised June 2004

Revised Oct 2004 – Supervision exercised